

MINUTES OF THE CITY OF LAS VEGAS HOUSING AUTHORITY MEETING HELD ON WEDNESDAY
DECEMBER 20, 2017 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

MADAM CHAIR: Tonita Gurulé-Girón

COMMISSIONERS: David Ulibarri Jr.
Barbara Casey
Vince Howell
David Romero 5:37 p.m.
Ember Davis

ALSO PRESENT:
Lorraine Ortiz, Executive Director
Corinna Laszlo-Henry, City Attorney

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Madam Chair Gurulé-Girón asked Commissioner Barbara Casey to offer the moment of silence. Commissioner Casey offered a moment of silence to give thanks for all the wonderful gifts we have by living here in Las Vegas. We have a wonderful community, a spirit of camaraderie, with just about everybody in town. Everyone gets along, everyone is very tolerant of people who are homeless, or who are less fortunate than we are, those who are mentally and physically disabled. Everyone is treated right and she thinks we should be thankful for that, and give thanks, now that we are awaiting the joyous season of Christmas.

APPROVAL OF AGENDA

Commissioner Barbara Casey made a motion to approve the agenda as is presented. Commissioner Ember Davis seconded the motion.

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

Commissioner Vince Howell	Yes
Commissioner Ember Davis	Yes
Commissioner Barbara Casey	Yes
Commissioner David Ulibarri Jr.	Yes
Commissioner David Romero	Not Present at this time

Barbara Padilla re-read the motion and advised the motion carried.

APPROVAL OF MINUTES

Commissioner Barbara Casey made a motion to approve the minutes of November 14, 2017 and was happy to say they were perfect, there were no mistakes. Commissioner Vince Howell seconded the motion.

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

Commissioner Ember Davis	Yes
Commissioner Barbara Casey	Yes
Commissioner Vince Howell	Yes
Commissioner David Ulibarri Jr.	Yes
Commissioner David Romero	Not Present as this time

Barbara Padilla re-read the motion and advised the motion carried.

PUBLIC INPUT

None at this time.

PRESENTATION - FINANCE REPORT

Natasha Martinez-Padilla, Financial Specialist presented the HA's Revenue and Expenditure report through November 30, 2017. She stated that 42% of the year has elapsed. Mrs. Martinez-Padilla stated she provided the commissioners with a letter of obligation for October, as well as November and December. She stated in Dwelling Rent, the HA is at 37%. With vacancies going down and new units being put back on line, that amount will start going up. Operating Subsidy is at \$170,520. That is the cash that has been deposited into the HA's account. The money that has been obligated to the HA, if the HA was on a completely accrued basis, would be \$285,097, and would put the HA at 44% of the budget. For Other Income, the HA is at \$8,000, which is a little bit over. This is for maintenance repairs and other things that the residents are billed for. For transfers in, the HA always gets transfers in December, so that won't be in until next month. For Expenditures, Employee Expenses, the HA is at \$243,295, which puts the HA at 37% of the budget. Operating Expenses were at \$213,994 putting the HA at 34% of the budget.

Commissioner Howell asked Mrs. Martinez-Padilla if the reason for not being at 42%, is this because we don't have as many expenses, or are we are fixing everything that is broken? Mrs. Martinez-Padilla stated yes, and over \$100,000 is in Betterments and improvements. The HA has two units that are going to be utilizing this money along with RHF (Replacement Housing Factor) Funds. That money will go toward the units at 408 and 303 Sandoval. The HA is in the process of getting construction services for those units. That money came from the Homeownership Program when the fund was closed out.

City Attorney, Laszlo-Henry stated that there was something important that Mrs. Martinez-Padilla said about the obligation letter, and asked her to explain it again to the commission. Mrs. Martinez-Padilla again explained about the differences between cash basis, accrual basis, and modified-accrual basis.

DIRECTORS REPORT

Director Lorraine Ortiz stated the HA will be requesting approval at this meeting to repeal and replace Resolution No. 17-31 with Resolution No. 17-45, correcting the omission of 2415 Yucca from the Demolition request. She stated the Maintenance crew is continually working on unit turnaround, from move-out inspection to move-in inspection within a very short period of time. This last week it took them 2 days to turn around a unit, and she was very proud of them. Regarding the building and roofs, the general contractor is in the process of working with Contractors. She stated, by what she was told by HR Risk Office, starting possibly in the 1st week of January, they will begin working on replacing the roofs. The HA is currently working on the design and development phase with Lowery Consultant as Mrs. Martinez-Padilla mentioned with 303 and 408 Sandoval. The HA is also conducting a scope of work for other units that the HA would like to place back on line.

Under Housing Management, Director Ortiz stated, the Housing Managers are continually busy with the day to day operations of the HA, including new admissions, annual lease renewals, annual inspections of units, and lease enforcement. The Waiting List Manager is working closely with Maintenance on the unit turnarounds and is also taking applications.

Under staff training, Director Ortiz stated that staff will be attending the monthly safety training provided by the city. As part of continued training, both she and Natasha Martinez-Padilla attended the HUD Albuquerque Field Office, Financial Management and Financial Risk Monitoring and Oversight Conference on December 5th thru 7th.

Director Ortiz stated, within the Compliance Monitoring Notification, HUD completed their Compliance Review and has told her that as of yesterday, they are still working on it and should have it to them within the next couple of days. Per an email from Mandy Griego on October 4, 2017, the HA continues to send to HUD all of the documentation they requested under the 100% Compliance Review.

Commissioner Howell asked Director Ortiz if the HA is struggling to complete work orders? Director Ortiz referred the question to Barbara Padilla, Housing Manager Supervisor. Barbara Padilla addressed the Chair and Commissioners asking Commissioner Howell to clarify his question. Commissioner Howell stated the Operating Expenses is well below the percentage of the months we are in, correct? Natasha Martinez-Padilla, Finance Specialist answered, yes, it is, but you have to take into consideration that the HA already has open purchase orders, so the money is already encumbered, it's just not paid out. Because the HA is on a cash basis, it doesn't come out until it is out of the HA's bank account.

Commissioner Howell asked Barbara Padilla, on the report for work orders, there are 31 open work orders? Is that because we are understaffed, or because we haven't got the materials to get it fixed? Barbara Padilla answered saying she is not the person to answer that. It may be a question for the Maintenance Supervisor. However, there has been mention of being understaffed. Commissioner Howell asked what is being done to take care of being understaffed. Director Ortiz stated she has spoken to Finance, and she believes that she, (Finance Director Ann Marie Gallegos) has created a bar for one more maintenance person. She stated she believes the Finance Director is going to be taking that to the Council either tonight or at next month's meeting for an additional maintenance person. Commissioner Howell stated the reason he asks that

question is because it is winter and we don't want any Housing Units to be cold because we don't have the staff to fix the problems. It is very important that our residents are warm during this winter time. Housing Manager Supervisor, Barbara Padilla addressed the Chair and Commissioners stating that priorities, such as furnaces, are always taken care of within 24 hours.

BUSINESS ITEM

Approval/Disapproval of Resolution No. 17-45 to repeal and replace Resolution No. 17-31, Correcting the Omission of 2415 Yucca from that Demolition Request Authorization.

Natasha Martinez-Padilla, Finance Specialist presented this item stating, the initial resolution that was brought to the commission omitted one of the addresses of a duplex listed for demolition. Therefore a new resolution has to be done to include the address 2415 that was omitted. Mrs. Martinez Padilla read resolution No. 17-45.

Commissioner Casey asked, after these units are demolished, will they be replaced. Mrs. Martinez-Padilla stated there will be a chariot meeting with residents. They will come up with a plan as well as conduct an analysis of the needs of the community. There are several possibilities that the residents and community members can suggest. Those ideas will be presented to council, funding will be found for it, and we will go from there.

Commissioner Barbara Casey made a motion to approve Resolution No. 17-45 to repeal and replace Resolution No. 17-31, Correcting the Omission of 2415 Yucca from that Request Authorization. Commissioner David Romero seconded the motion.

Resolution No. 17-45 to repeal and replace Resolution No. 17-31, Correcting the Omission of 2415 Yucca from that Demolition Request Authorization was presented as follows:

CITY OF LAS VEGAS HOUSING AUTHORITY RESOLUTION NO. 17-45

A RESOLUTION REPEALING AND REPLACING RESOLUTION 17-31; CORRECTING THE OMISSION OF 2415 YUCCA FROM THAT DEMOLITION REQUEST AUTHORIZATION; AUTHORIZING THE LAS VEGAS HOUSING AUTHORITY TO EXECUTE, CERTIFY AND SUBMIT ALL DOCUMENTS NECESSARY FOR A DE MINIMIS EXCEPTION TO DEMOLITION REQUEST OF EXISTING PUBLIC HOUSING UNITS AS CORRECTED

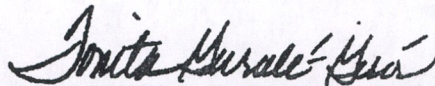
WHEREAS, the Las Vegas Housing Authority (LVHA) desires to establish De Minimis Exception to Demolition for existing housing units located at 2410, 2412, 2413, **2415** Yucca and 302 Sandoval Street. These units are beyond repair; and

WHEREAS, among several other benefits, the demolition of these units will allow for the removal of units from the LVHA inventory that have been vacant for longer than 24 months; and

WHEREAS, The LVHA has conducted a resident advisory meeting as well as a public input meeting to explain the De Minimis Exception to Demolition Request and how it would affect the residents and community as required.

THEREFORE, IT IS RESOLVED by The City of Las Vegas Housing Authority Board, authorizes the Las Vegas Housing Authority to execute, certify and submit all documents necessary for applications under the De Minimis Exception to Demolition Request the United States Department of Housing and Urban Development (HUD) for demolition of LVHA units located at 2410, 2412, 2413, **2415** Yucca and 302 Sandoval Street.

Passed, Approved and Adopted this _____ day of _____ 2017.



MAYOR TONITA GURULÉ-GIRÓN

ATTEST:

CASANDRA FRESQUEZ, CITY CLERK

APPROVED AS TO LEGAL SUFFICIENCY ONLY

CORINNA LASZLO-HENRY, CITY ATTORNEY

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

Commissioner David Romero	Yes
Commissioner Ember Davis	Yes
Commissioner Vince Howell	Yes
Commissioner Barbara Casey	Yes
Commissioner David Ulibarri Jr.	Yes

Barbara Padilla re-read the motion and advised the motion carried.

COMMISSIONERS REPORT

Commissioner David Romero wanted to wish everyone a Merry Christmas and a Happy New Year.

Commissioner Barbara Casey stated the same, wishing everyone a wonderful and joyous Christmas with their families and hope the New Year brings everyone many good things.

Madam Chair Tonita Gurulé-Girón wished everyone a Merry Christmas and hopes everyone is healthy during the holidays.

Commissioner Howell stated he lives close by the Housing Office and every time he drives by the units, he sees the staff working very hard trying to take care of the properties. He states he hopes the employees are provided with good jackets and gloves for the cold weather. They are working very hard and it is appreciated. He said to Director Ortiz, please take care of your staff. It's so important to have good people. Commissioner Howell wished everyone a Merry Christmas.

Commissioner Ulibarri Jr. stated Merry Christmas to all the staff.

EXECUTIVE SESSION/CLOSED SESSION

No need for Executive Session

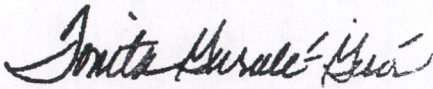
ADJOURN

Commissioner Vince Howell made a motion to adjourn the meeting. Commissioner David Ulibarri Jr. seconded the motion.

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

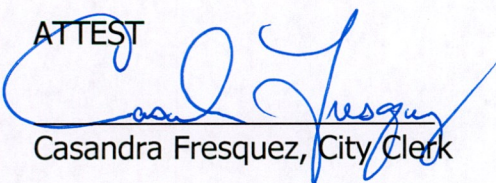
Commissioner David Ulibarri Jr.	Yes
Commissioner Vince Howell	Yes
Commissioner Barbara Casey	Yes
Commissioner David Romero	Yes
Commissioner Ember Davis	Yes

Barbara Padilla re-read the motion and advised the motion carried.



Madam Chair Tonita Gurulé-Girón

ATTEST



Casandra Fresquez, City Clerk